



TITLE: Payroll Specialist SALARY CLASS ISSUED: 07/04; 8/98 & 6/93
SCHEDULE: Staff CODE: SA463
UNION: Staff Association- Local 2071, U.A.W. SALARY EEO
GRADE: 10 CODE: 40
JOB
FLSA: Non-exempt CODE: SA

Position Purpose

Receive, review and take action on reports initiating payroll actions to ensure proper payment of wages to University employees. Utilize mastery of general office procedures and a thorough understanding of University pay policies to accurately calculate salaries and retroactive wages.

Essential Job Functions

- Review paperwork for appointments, re-appointments, terminations, changes in charge, stipends, etc. for conformance to University pay policies and procedures. Input personnel action information to ensure proper and timely payment or cessation of wages; calculate salaries for fractional and part-time staff; compute daily pay rates.
- Process salary advance requests; ensure requestor has completed necessary paperwork and is eligible for payment; calculate amount to be paid; assure recovery of pay advance. Report on pay advance requests to assist in locating units having problems submitting paperwork on a timely basis.
- Compute saving bond deductions and arrange for bond purchases from financial institutions; report on saving bond deductions and purchase. Monitor and maintain housing payment for eligible individuals.
- Investigate and resolve payroll accounting problems. Calculate retroactive salary payments; compute pay of illness and vacation banks for employees leaving the University; report on and assist in correcting overpayment of wages to employees.
- Respond to and resolve various payroll questions and problems as requested. Research delays in paying employees and discrepancies in payments; provide University staff information about policies, procedures, deductions and payroll status. Check and correct some errors for processing of final payroll.
- Perform related work as assigned.

Additional Comments

This classification level reviews and takes action on reports received in order to ensure timely and accurate payment of employee wages. This level necessitates the mastery of job related duties. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities. Work activities are subject to supervisory approval and review. Incumbents must exercise attention to detail, analytical skills and the ability to communicate effectively with all employees. This classification is found in

the Payroll Department, Division of Fiscal Operations and reports to and receives work direction from a management level position.

Minimum Qualifications

- High school graduate or an equivalent combination of education and/or experience.
- Ability to make a variety of mathematical computations.
- Reasonable bookkeeping experience.
- Ability to operate the most advanced office equipment, including software necessary for complex spreadsheet design.
- Reasonable experience with Human Resource System (HRS) and Financial Accounting System (FAS).
- Ability to detect errors and discrepancies.
- Strong analytic and problem solving skills.
- Ability to work within established deadline and in pressure situations.
- Strong organizational skills and attention to detail.
- Prior data entry experience preferred.
- Typically, incumbents have held Payroll Assistant positions.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

